



February 17, 2009

To: Ravalli County Commissioners

From: Katelyn Andersen, MSU/Ravalli County Extension Agent
Bobbie Roos, MSU/Ravalli County Extension Agent

Re: MSU/Ravalli County Extension Office Location Needs

As the county continues to grow, each department in the county requires more space. The growth affects the entire county infrastructure. Realizing this need and wanting to be an active part of the solution, the MSU/Ravalli County Extension Office would like to make sure that the needs of Extension are met to be effective and efficient in serving the residents of Ravalli County.

**Ravalli County
Extension Office**

The physical needs of our department include the following:

- Approximately 2000 square feet of office space
- The office requires:
 - Reception area
 - Four private office spaces to accommodate the following: two county agents, nutrition assistant and 4-H volunteer work area
 - Full kitchen utilities and storage for nitrate testing, nutrition classes and other clientele needs
 - Space for publications including 4-H, agriculture, weeds, and natural resources
 - Space for reference library
 - Conference/educational programming room
 - Easy access site for the county constituents
- Future plans should include the anticipation of future needs, such as
 - One FTE for additional support staff
 - Another Extension agent in the area of Horticulture and/or Community Development

*Montana State University,
U.S. Department of
Agriculture and Montana
Counties Cooperating.
MSU Extension is an equal
opportunity/affirmative
action provider of
educational outreach.*

We feel that it is important to discuss these needs with all departments effected and concerned with this transition. We realize we are the most mobile department affected by the growth. We also know the impact of our services to Ravalli County residents in offering to them non-biased, researched based education to help them improve their lives.

We appreciate your support of MSU Extension in Ravalli County and your cooperative efforts with Montana State University and the U.S Department of Agriculture.

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